

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
PUBLIC HEARING and REGULAR MEETING**

Held in Grigware Hall of Trinity Lutheran Church, 18341 WA-525, Freeland WA 98249

Tuesday, July 10, 2018 at 6:30 p.m.

Public Hearing at 6:15 p.m./Regular Meeting at 6:30 p.m.

AGENDA

6:00 PM WORKSHOP: Commission review of vouchers and recent correspondence

6:15 PM PUBLIC HEARING: **Comprehensive Scheme of Harbor Improvements 2013-2019 Amendment II for inclusion of the Mukilteo parking lot capital project.**

6:30 PM REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda: Approval of July Vouchers in the amount of \$98,347.75 and Minutes from the Regular Meeting of June 12 and Special Meeting of May 30, 2018.

Resolution No. 18-03: Adopting Amendment II to the Comprehensive Scheme of Harbor Improvements 2013-2019 for inclusion of the Mukilteo parking lot capital project

Resolution No. 18-04: Authorizing an additional \$100.00 in the Port's Petty Cash account

Resolution No. 18-05: Amending the Bylaws to Change the Regular Meeting Location

PUBLIC COMMENT – This is time set aside for members of the public to speak to the Board regarding any subjects of concern/interest, including items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.

COMMISSION DISCUSSION

Executive Director Hiring

Commission Proclamation

FINANCIAL UPDATE

May 2018 Financial Statement and Executive Director Report

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Dock

Fairgrounds

- Fairgrounds Advisory Committee Report
- Fairgrounds Director Report
- Property Improvements/Renovations

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

Halloran: Marine Resources Committee (MRC), City of Langley Council Meetings and Joint Parks Committee

Ng: Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND
Minutes of the Regular Meeting
July 10, 2018
Freeland, Washington

Commissioners Present: Jack Ng (Freeland), Curt Gordon (Clinton) and Ed Halloran (Langley)

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), Larry Lehtonen (Fairgrounds Director), Kristi O'Donnell (Marketing & Events Coordinator) & Stan Reeves (recently hired Executive Director)

MEETING CALL TO ORDER: Following a Workshop from 6:00 p.m. to 6:15 p.m. for informal Commission review and discussion of vouchers and recent correspondence and a Public Hearing from 6:15 p.m. to 6:30 p.m. for the proposed Amendment II to the Comprehensive Scheme of Harbor Improvements 2013-2019, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, July 10, 2018, in Grigware Hall of Trinity Lutheran Church at 18341 WA-525, Freeland, WA 98249. Commissioner Jack Ng (President) called the Regular Meeting to order at 6:30 p.m., followed by the Pledge of Allegiance.

CONSENT AGENDA

Approval of Current Vouchers: Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review.

Approval of Minutes: Minutes from the Regular Meeting of June 12 and Special Meeting of May 30, 2018.

ACTION: A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated July 2018 as signed today in the amount of \$98,347.75. The Motion passed unanimously.

Resolution No. 18-03 - Approval of Amendment II to the Comprehensive Scheme of Harbor Improvements 2013-2019 for inclusion of the Mukilteo parking lot capital project: The proposed Amendment II was previously published and presented at the 6:15 p.m. Public Hearing as follows:

Comprehensive Scheme Amendment II
July 10, 2018

Parking in Mukilteo

- The South Whidbey Fire/EMS District estimates that their service population varies from 12,000 off peak to as much as 30,000 during the summer which includes tourism and ferry traffic¹
- 71% of residents in the Port of South Whidbey's (Port) District commute outside the District for employment¹
- The Mukilteo-Clinton Ferry transported the most vehicles in all of the Washington State Ferries system in 2017 (2,257,709 vehicles; total ridership was 4,105,396)²

Clearly, vehicle transportation to and from Whidbey Island is crucial according the facts described above, much of which utilizes the Mukilteo-Clinton ferry. Currently, there is no publicly available short-term parking in Mukilteo for longer than 4 hours. Not having access to short-term parking in Mukilteo for longer than 4 hours has a hugely negative impact on the Port's economy that is dependent on visitors. In addition, there is currently a shortage of 518 parking stalls in the downtown Mukilteo waterfront area (there are currently 802 parking stalls total, while there is a need for 1,320 stalls).³

The Port has a unique opportunity to collaborate with the Tulalip Tribes and assist in developing a park and ride parking lot, which will greatly support the Port's economy. Specifically, a significant portion of the parking lot can be dedicated to Whidbey Island visitors, which is the biggest unmet demand at this time. The Port intends to enter into a Memorandum of Understanding with the Tulalip Tribes and the Port of Everett, with the purpose of assisting in finding funding for the capital project of developing the park and ride parking lot.

Gordon noted that the draft Resolution did not include any language referencing the Mukilteo parking lot capital project and suggested it should. The Resolution also indicated that a copy of the Comprehensive Scheme would be attached to the Resolution; it should actually indicate that a copy of the Amendment will be attached to the Comprehensive Scheme instead. Executive Director Mozer agreed and recommended adding "...TO INCLUDE THE MUKILTEO PARKING LOT CAPITAL PROJECT" to the title of Resolution No. 18-03, and adding the word "Amendment" to "A copy of said Comprehensive Scheme Amendment is to be attached hereto upon final completion and publication."

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the amended Resolution No. 18-03 to adopt the proposed Comprehensive Scheme Amendment II as discussed. The Motion passed unanimously.

Resolution No. 18-04 - Authorizing an additional \$100.00 in the Port's Petty Cash account: Mozer explained that the Port currently has only \$100 in its Petty Cash account and it is evenly split between the South Whidbey Harbor and the Port business office during the boating season. The Harbor accepts cash for moorage payments and ice purchases and \$50 is insufficient to make change.

ACTION: A Motion was made by Gordon and seconded by Halloran to adopt Resolution No. 18-04 to increase the Port's Petty Cash fund from \$100.00 to \$200.00. The Motion passed unanimously.

Resolution No. 18-05 - Amending the Bylaws to Change the Regular Meeting Location: Mozer explained the Resolution is required to change the regular meeting location to the Freeland Library.

ACTION: A Motion was made by Gordon and seconded by Halloran to adopt Resolution 18-05 revising the Bylaws to change the location of regular meetings to the Freeland Library. The Motion passed unanimously.

PUBLIC COMMENT

Mel Trenor and Jane Seymour of Island Beach Access (IBA) were on hand to present the new poster for the display case at Clinton Beach Park for the Port/IBA Universally Accessible Beach Project. The official unfurling of the poster will take place in a brief ceremony on Saturday, July 21st at 10 a.m. at the Park. Trenor said if anyone from the Port wishes to come, they are more than welcome. Those in attendance applauded. Gordon said it's a great project and the Port has received tons of positive feedback. Trenor said IBA couldn't have done it without the Port and that it was a very good partnership.

COMMISSION DISCUSSION

Executive Director Hiring: Mozer reported that she had extended an employment offer to Stan Reeves. She has not yet provided an official letter to him, but Reeves indicated the terms were amenable. The Commission welcomed him aboard.

Commission Proclamation: Gordon read aloud and then presented a Proclamation of the Board of Commissioners to show their great appreciation to Mozer for exemplary service to the Port organization and its constituents from May 2012 to July 2018.

ACTION: A Motion was made by Halloran and seconded by Gordon to approve the Proclamation as presented. The Motion passed unanimously.

All in attendance applauded and the Commission thanked her again for all her work.

FINANCIAL UPDATE

May 2018 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the May 2018 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$135,000 in tax, operating and bond revenue and incurred \$113,000 in operating and capital expenses during May 2018. Ending cash balance at 5/31/18 was \$1,440,000, consisting of \$909,000 in the Bond Fund and \$516,000 in the General Fund. She also provided her updated cash flow projections through the end of 2019 and a tracking summary of the bond fund. Gordon noted that the projected general fund year-end balance is down to \$367,000 and wondered why; his comfort level is \$400,000. Mozer said she would get back to him.

Memorandum 2018-2: After breaking out the costs of the Black Box Theater project, Coffman Kitchen expansion, and 3-phase power, Mozer had prepared a memorandum to transfer funds from the General Obligation Bond Account in the amount of \$96,442.95 to the General Operating Account. The total transfer from Bond Account 2018A is \$14,748.27. The total transfer from Bond Account 2018B (taxable) is \$81,674.68, consisting of \$27,080 for Black Box Theater and \$54,594.68 for Coffman.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve Memorandum 2018-2 directing Angi Mozer, Auditing Officer to transfer \$96,442.95 from the Bond Account to the General Operating Account as discussed. The Motion passed unanimously.

STATUS REPORTS:

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. The Harbor has been busy, but he has great summer staff on board providing excellent customer service. Crabbing is going smoothly. The recent dive survey of D and E dock moorings indicated that all cables, connections and chaffing gear are sound. The golf cart should be in transit now and a driver and guidelines are lined up for its arrival. McPhee is working with Port staff on providing better information regarding the long-term moorage waiting list. DockStock is scheduled for August 17-18.

Port Operations

- Maintenance & Operations Supervisor Report: Pat Kisch was on hand to provide his monthly report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Beach Waterfront Park and the Fairgrounds. At **Clinton Beach**, Washington State Ferries (WSF) Transportation Engineer Mathew Renshaw identified that the circuit breaker for the damaged lights on the pier is on WSF's side of the facility and secured it to the "off" position. WSF is also having issues with the lights and might be making changes. Kisch plans to cover the damaged light fixtures with gray plastic material that will look better and keep small fingers out. He picked up the Ford Ranger from the county motor pool; he's been using it daily and it is running well. At the **Fairgrounds**, staff plans to install a hog wire fence around the Shelton pole to provide protection during the Fair and beyond.

Mukilteo Parking: Gordon noted the Port had just received the latest revision of the Memorandum of Understanding (MOU) between the Port and the Tulalip Tribes for the parking project. The Port's attorney had made changes and the Tribes basically changed it right back. He's going to meet with the Port attorney on Thursday, and the Port might try to seek a meeting with the Tribal Council to present the project. Mozer & Gordon will also meet with WSF Director Amy Scarton for lunch on Thursday to discuss Mukilteo parking and the Clinton Pier & Dock (which WSF owns and the Port leases).

Clinton Dock: Mozer had just received the requested written summary from Moffatt & Nichol, the engineering firm that designed the short-term repairs that failed shortly after completion. The firm states

they basically didn't have the whole picture of the history of the docks so they made some assumptions, and the wave action hadn't been studied so they didn't have that data to be able to adequately design something that would work. Gordon took issue with Moffatt & Nichol's comment regarding additional communication; he wants them to be more specific and provide details before the Port accepts the explanation of why the fix failed. The Commission agreed and Mozer was directed to ask for more clarification. Gordon reiterated that the Port needs to have a discussion with WSF regarding the future of that dock.

Fairgrounds

- Fairgrounds Advisory Committee (FAC) Report: FAC Chair **Gary Gabelein** was on hand to answer any questions regarding the Committee's recent meeting minutes and discussions. He provided the following list of items suggested at the last FAC meeting:
 - Better signage on the Fairgrounds
 - Fairgrounds isn't identified on certain apps or maps; that should be updated
 - Package drop or post office box for businesses at the Fairgrounds
 - An informational flyer mailed to the voters in the district as to what the Port has done, is doing and plans to do at the Fairgrounds with the additional levy money approved in August 2016
 - Spend money on renovations & improvements to buildings instead of investigating putting a winery or a brewery on the Fairgrounds

- Fairgrounds Director Report: Larry Lehtonen presented his monthly report. Kristi O'Donnell was hired as the Fairgrounds Marketing & Events Coordinator and started work on June 12th. She has already applied for an Event Permit to allow "late night jamming" on the Fairgrounds during DjangoFest and designed and submitted Port advertisements in local publications. No bids were submitted at the bid opening for the Black Box Theater 2nd Door project on July 6th. Lehtonen is working on options to get local builders to bid. The bid for the Phase I repair of the horse arena that he planned (reshaped/sloped and addition of 1" coarse-washed sand) exceeded Mozer's spending authority, so he is re-evaluating the timing and steps. He reported the transfer to the Fair Association for their leased period is going smoothly and Fairgrounds staff is ready for the Ragnar Relay this weekend. Whidbey Telecom provided a quote to upgrade Fairgrounds internet access, but didn't include the area in front of the Port Fairgrounds office and installing vaults throughout the property for future growth. Lehtonen has asked for an updated quote accordingly, and to include the different cost options. He estimated the monthly cost would vary between \$300/month for 100 Mbps and \$1,000/month for the "Big Gig" of 1,000 Mbps. Halloran thanked Lehtonen for all his help with the Cool Bayview Nights Car Show. The event at the Fairgrounds went really well with 75 vehicles registered.

- Property Improvements/Renovations: Mozer is waiting for news on the grant applications. Gordon said there will be a lot of work to set up the format to have a structural engineer and an architect on retainer so the Port can hire a designer and get more creativity for projects, starting with the Coffman Building as soon as possible.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO), and Clinton Community Council (CCC)

COG: Langley Mayor Tim Callison (COG Chair) cancelled the June meeting.

IRTPO: Discussed input for County's Comprehensive Plan.

CCC: CCC cleaned up Dan Porter Park. The group is adamant that the drainage that runs across and freezes on the sidewalk to the Clinton ferry terminal is fixed before winter. Washington State Department of Transportation has not been responsive. Gordon is looking into the option of the Port getting a permit for the work and applying for a State grant to fix the problem.

Halloran: Marine Resources Committee (MRC), City of Langley Council Meetings, and Joint Parks Committee

MRC: NWSC (Northwest Straits Commission) presented restoration project updates and potential future projects. Florian Graner's film and teaching project is expanding in schools. The Joint Skagit-Island MRC meeting will take place July 18th at Padilla Bay.

Langley: Joe Quintana provided a very interesting presentation on Dark Skies. Mayor Callison provided an update on the work of the Emergency Preparedness Committee. The group plans to develop area captains in the next month or so for the 12 identified sections. Consultant Glen Carpenter presented his Use of Force Report regarding Chief David Marks.

Joint Parks Committee: No meeting held.

Ng: Island County Economic Development Council (EDC), Washington Public Ports Association (WPPA), Port Promotion & Marketing Committee (P&M), and Freeland Water & Sewer District (FWSD):

EDC: Ng was unable to attend the EDC meeting because the Port's Special Meeting was held at the same time.

WPPA: The Commissioners will attend the July 22nd-24th Commissioners' Seminar in Cle Elum.

P&M: The Committee met in June and discussed how to promote the Fairgrounds. Ideas included adding "Port of South Whidbey" sign with metal lettering above the ticket booth entry to the Fairgrounds. The group is also talked briefly about changing the name of the Fairgrounds since Island County is no longer the owner. The Committee mainly discussed upgrading the staircase at the Humphrey Road Parking Lot. Ng would like to put \$10,000 in next year's budget to hire a local artist to make it "cool & attractive" as a nice welcome to Whidbey and attract more customers to the lot. Mozer subsequently talked with Kisch about pressure washing and painting the railings, but they are made of galvanized steel which does not take paint well. O'Donnell met with the Langley Main Street Association (LMSA) regarding the City's banner program and submitted designs for 3 banners for the Fairgrounds to tie in with that program. Gabelein added that at the last FAC meeting they discussed extending the hanging flower baskets; O'Donnell said they will likely contract with LMSA for the purchase, installation & maintenance of those for next year.

FWSD: No report.

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

ADJOURNMENT: The Meeting was adjourned at 8:00 p.m.

Approved:



Commissioner Jack Ng, Freeland

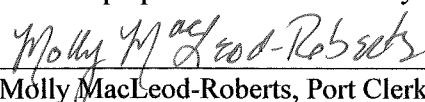


Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

Public Disclosure Statement: The foregoing Meeting Minutes, audio recording and all supporting documents presented are available at the Port of South Whidbey, 1804 Scott Rd., Suite 101, Freeland WA 98249.